

CERES Systems Engineering Committee

Members: Maria Mitchum, NASA, DMO
Sandy Nolan, SAIC
Jill Travers, DAAC
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Charter: Serve as a forum for resolving issues which affect more than one working group. Report to CERES Data Management Team

Sept. 13'99 Test Plan Distribution Procedure

Maria Mitchum, Carol Tolson, and John Robbins met at 1:30pm on Mon., Sept. 13'99 in the SAIC 2nd floor conference room to review the Test Plan Distribution Procedure and to make modifications to it as deemed necessary. The steps agreed upon for passing a subsystem's Test Plan from CERES CM to the DAAC and for ultimately posting the final form of the Test Plan document on the Web are enumerated below.

1. Test Plan is to accompany CERES CM's delivery of a subsystem's software to the Langley DAAC as always. The (TP book name).cover and (TP book name).doc files must contain "DRAFT". (We need to update the template to reflect the standard for doing this.)
2. When the delivered software goes into SSI&T at the DAAC, the "DRAFT" Test Plan should be made available on the Web as PDF.
CM will create the PDF and email the PDF file to the Web Curator to be posted on the CERES Test Plans, Release x Web Page when CM delivers to the DAAC.
3. The Web Curator posts the Test Plan on the Web when received from CM and sends email to CM, DMT, and DAAC to announce that a DRAFT Test Plan for subsystem xx has been posted on the Web.
4. After the delivered software is successfully in production, the DAAC will return an annotated hard-copy of the Test Plan to CERES CM.
5. CERES CM will provide the annotated hard-copy to the subsystem to evaluate and incorporate changes as required.
6. The subsystem will email the corrected Test Plan to documentation to "finalize". Among other things "finalize" means to remove "DRAFT" from the (TP book name).cover and (TP book name).doc files.
7. The subsystem will send Maria the annotated Test Plan (or copy) from the DAAC along with the subsystem's response.
8. A preliminary copy of the finalized Test Plan is provided by documentation to Maria, the DAAC, and to the subsystem for approval. Comments from Maria and the DAAC should go to the subsystem.
9. Upon receiving approval from the subsystem, documentation creates a PDF file of the Test Plan and emails both the PDF file and editable FrameMaker file, (TP book name).tar, to the Web Curator to be posted on the CERES Test Plans, Release x Web Page with cc to CM, DMT, and the DAAC.
10. CM stores the files (when doc CM system done, then follow those procedures ...)
11. The Web Curator posts the finalized Test Plan (PDF and FrameMaker) on the CERES Test Plans, Release x Web Page.

12. The Web Curator sends email (this distribution is to include CM, DMT, and the DAAC) to announce that the Test Plan is now available on the CERES Test Plans, Release x Web Page
Notes:

1. The CERES Test Plans Release x Web Page needs to be redesigned to add a column for (downloading) the (TP book name).tar.Z file.
2. The Test Plan filename is, “ss_test_plan_R2_V2-SCCR.(file type), where file type may be pdf, tar.Z (compress), or gz (gunzip). We will no longer use PostScript files as per Jim’s request.
3. The subsystems are to decide on their own version numbers.
4. For Operator’s Manuals, replace SCCR with the document delivery date (yymmdd) to CM until the DCCR number is available. When DCCR ready, will want to revisit these procedures. The Operator’s Manuals should be posted on the Web when the software goes into production.

Meeting adjourned 3:40 pm John Robbins